If you are a former Federal employee, you may get a copy of your most recent SF-50, or a copy of your complete Official Personnel Folder, by requesting it from the National Archives and Records Administration

National Personnel Records Center (civilian)
 411 Boulder Blvd, Valmeyer, IL 62295.

Federal law [5 USC 552a(b)] requires that all requests for records and information be submitted in writing. Each request must be hand signed (in cursive) and dated (within the last year). Please identify the documents or information needed and explain the purpose of your request.

Certain basic information is needed to locate civilian personnel records and to respond to your request, including:

1. Full name.

2. Date of birth.

3. Social security number.

4. Last employing agency (including duty station) and approximate date(s) of the employment (for former Federal employees).

5. Signature

The National Personnel Records Center provides this fax # for requests:  618-935-3014 or go to <https://www.archives.gov/st-louis/civilian-personnel>

Prepared by Jangoo, LLC Professional Services Form PLDZ-1

To: National Personnel Records Center (civilian), 411 Boulder Blvd, Valmeyer, IL 62295 (Fax: 618-935-3014)

SF- 50 Request, in case of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)

Greetings,

I am a former federal civilian employee, and I am requesting a copy of:

\_\_\_\_\_ My most recent SF-50

\_\_\_\_\_ My complete Official Personnel Folder, specifically looking for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I require this document to:

 \_\_\_\_\_ Apply for a job or school

\_\_\_\_\_ Apply for a mortgage or line of credit

 \_\_\_\_\_ Apply for retirement or disability benefits

 \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My date of birth is: \_\_\_\_\_ / \_\_\_\_\_\_/ \_\_\_\_\_\_\_ and my social security number is \_\_\_\_\_\_-\_\_\_\_-\_\_\_\_\_\_

My last employing agency was \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 with duty station of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_ (City/State/ Country)

I was employed as a federal government civilian from (approximately) \_\_\_\_ / \_\_\_\_\_ to \_\_\_\_ / \_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (do not print)